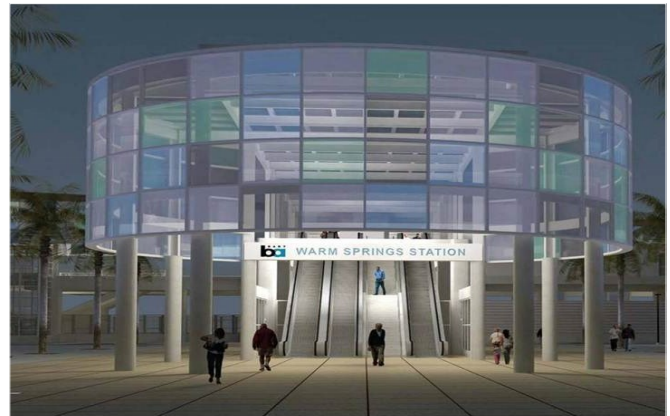


FACILITIES AND REAL PROPERTY MANAGER

This is an exciting opportunity to lead the Facilities and Real Property Management Team in the Public Works Department focused on moving and connecting people so our community can thrive!



Closing Date: Friday, June 27, 2014 at 5:00 p.m.

Dynamic Environment. Rewarding Careers.

Are you a driven, passionate and a creative problem solver always looking to uncover great solutions and drive transformational change? Do you have what it takes to make a difference to our citizens and have a dramatic impact on our community? The City of Fremont is seeking a Facilities and Real Property Manager who can help us deliver best in class customer service and connect people so our community can thrive.

The Facilities and Real Property Manager will oversee and maintain over 170 facilities / structures which encompass nearly one million square feet. Additionally, this position will lead a staff of over 20 professionals in maintenance, architecture, real property management, and real estate to support City facilities and real estate interests. As a thought partner, the Facilities and Real Property Manager will provide valuable customer insight to the community and leadership team. This position will also be instrumental in creating a comprehensive property asset management team, which under your leadership and direction will involve acquiring land/ buildings, tenant improvements, construction leasing, maintaining, managing, and selling property. The ideal candidate will be strategic and operational in nature, and will be skilled and comfortable switching between the two. The Facilities and Real Property Manager will be responsible for leading a team certified by Caltrans to acquire properties for Federally Funded projects, as well as identify ways to maintain this certification. Knowledge and understanding of contract management, including compliance and enforcement, and legal terms and conditions is a key component in this role. The ideal candidate will also have strong knowledge of green building standards (LEED- *Leadership in Energy and Efficiency Design*). The Facilities and Real Property Manager position will play a key role in shaping the community and its future, as Fremont has several transformative land use and transportation projects underway to achieve the city's vision of being "strategically urban".

THE JOB

- Lead a team that manages challenging and multidisciplinary public works infrastructure projects from conception through construction: responsible for planning, budget, design, scheduling, bidding, and contracting.
- Manage the preparation of plans and specifications to achieve project goals while conforming with existing technical standards or develop new solutions when the project requires it.
- Cultivate an environment of collaboration within the Public Works Department and across other City Department lines.
- Prepare project scope and cost estimates for the Capital Improvement Program Budget (CIP) and seek funding for projects.
- Select, manage and review the work of consultant teams to deliver all or parts of capital projects.
- Manage full spectrum of comprehensive Facilities and Real Property functions which will include: acquiring, selling, managing, and maintaining various facilities, properties, and structures.

FREMONT ON THE RISE

The Facilities and Real Property Manager will be instrumental in working cross-departmentally on some significant projects ahead that include a new city hall, civic center, and council chamber which will become a catalyst for becoming more strategically urban in downtown Fremont. You will be influential in identifying ways to fund, design, construct, stage, phase, and occupy the new civic facility. In addition, we have several other key initiatives and program priorities that include bringing together the team of over 20 professionals to assess processes and strive to integrate technology to gain efficiencies.

THE MUST-HAVES

- Any combination of training and experience equivalent to: Bachelor's degree in Business, Public Administration, or Engineering (structural, civil, architectural) and five (5) years of significant management level experience including at least three (3) years in managing negotiations and monitoring real property and supervising professional staff, contractors, and consultants.
- Valid Class C Driver's License
- Demonstration as a dynamic leader who can energize multidisciplinary teams to continually learn and apply new skills and techniques to respond to community needs.
- Demonstrated experience establishing standards and best practices as it pertains to construction management including scheduling, cost control, trend analysis, risk assessment and project management.
- Strong communication skills (both written/oral) with the ability to effectively communicate at all levels of the organization including the City Leadership Team, City Council, City staff, residents, and the business community.
- Strong interpersonal skills, the ability to coach and mentor staff to thrive and grow while guiding the team to meeting their highest potential.

ABOUT US

Recently ranked second on the "Best Run City in America" list by 24/7 Wall St. and America's third "Sharpest, Smartest City" by Reader's Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 830 regular employees and has an annual operating budget of \$149.3 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

COMPENSATION & BENEFITS

The annual salary range for this position is \$103,172—\$139,270. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holiday, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link:

[Benefits Summary](#)

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and letter of interest at [City of Fremont Jobs](http://www.fremont.gov/apply). (www.fremont.gov/apply)

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Tentative Recruitment Schedule

Oral Panel Interviews and In Basket Exercise: Early to mid July 2014

Follow-up Interviews: Mid July 2014

Start Date: August 2014

